

CITY OF LANCASTER RULES AND REGULATIONS ADOPTED September 2<sup>nd</sup>, 2008,  
EFFECTIVE September 2<sup>nd</sup>, 2008 AUTHORITY AND ADOPTION

I. Authority

These Rules and Regulations are promulgated in accordance with Ordinance No. 2-2008, the Third Class City Code, the Third Class City Optional Charter Law and the Codified Ordinances of the City of Lancaster.

II. Violation Ticket Appeals

If you feel a violation ticket issued in accordance with Ordinance No. 2-2008 was issued in error, you may request a review ("appeal") of that violation, by filing a written request within fifteen (15) days of the issue date of the Notice of Property Violation and Abatement.

Downloadable appeal forms are available online at [www.cityoflanasterpa.com](http://www.cityoflanasterpa.com) or you may obtain a form at the Treasurer's Office located in the Police Station at 39 West Chestnut Street, Lancaster, Pennsylvania. In order for your request to be reviewed, you must return the completed form along with the \$25.00 violation payment and an additional payment of \$10.00, payable by cash, money order, cashier check, or certified check made payable to the City of Lancaster to the City Treasurer's Office, 39 West Chestnut Street, Lancaster, Pennsylvania, 17602. Payment may also be made by Visa or MasterCard debit or credit card at the Treasurer's Office. No personal checks will be accepted for the payment of an appealed violation.

A Review Official designated by the Director of Public Works, will review the written form and may choose to discuss that appeal with you by telephone. The Review Official may uphold the appeal and dismiss the ticket (in which case the \$35.00 payment will be refunded to you), lower the ticket amount (in which case the \$10.00 along with the overpayment will be refunded), or dismiss the appeal (in which case no payment will be refunded). A decision of the Review Official shall be issued within fifteen (15) days from the date filed. The decision of the Review Official may be communicated via telephone or in writing, in the Review Official's discretion. Notwithstanding the foregoing, should the decision be made via telephone, the Review Official shall send a confirmatory letter following the phone conversation.

If your violation included a Notice of Violation with a direction to cure the violation and you wish to appeal the Notice of Violation, these same procedures must be followed. The Review Official may modify the Notice of Violation by allowing additional time to cure the violation, may make such other modifications to the Notice as the Review Official deems appropriate, may dismiss the appeal, or may forward the appeal to the Board of Housing Appeals if it relates to a violation of the Property Maintenance Code.

### III. Abatement Fines

The Director of Public Works or her designees may invoice you for additional penalties resulting from the City abating (removing or curing) the violations noted in your Notice of Property Violation and Abatement. Unless the City's costs exceeded the penalty amount set forth in Ordinance 2-2008 by 10%, you will be invoiced at the abatement penalty amount set forth in such Ordinance. If such costs did exceed the abatement penalty amounts by 10%, the Director of Public Works or her designee may in their discretion, invoice you for the actual costs incurred by the City." As set forth in Ordinance 2-2008, the City may elect to recover these fines by issuance of a citation should you fail to pay them within thirty (30) days of the date of the invoice.

### IV. Fines, Penalties and Costs


The City may recover court costs, legal fees, and abatement costs/fines (as set forth in Ordinance No. 2-2008 and these Policies and Procedures) as part of any fine or penalty for violation of any of the code sections listed in Ordinance 2-2008.

### V. Complaints and Inquiries

Complaints may be directed to the Director of Public Works at 120 North Duke Street, PO Box 1599, Lancaster, PA 17608-1599. Each complaint will be recorded, including the name, address and telephone number of the complainant, date occurrence, nature of occurrence, and disposition. All complaints will be addressed within five service days.

#### CERTIFICATION OF THE DIRECTOR OF PUBLIC WORKS OF THE CITY OF LANCASTER

Upon review by the Director of Public Works of the City of Lancaster, by affixing her signature below hereby issues the foregoing City of Lancaster Rules and Regulations this 2<sup>ND</sup> day of SEPTEMBER, 2008, to be effect SEPTEMBER 2<sup>ND</sup>, 2008.

  
\_\_\_\_\_  
Charlotte Katzenmoyer, Director of Public Works